

Addendum #1

Project #1991

The Administration of the Housing Choice Voucher Program

Brown County Housing Authority

July 13, 2015

Request for Proposal

See original specification packet for addresses

THIS ADDENDUM IS ISSUED TO MODIFY, EXPLAIN, OR CORRECT THE ORIGINAL DRAWINGS AND SPECIFICATIONS AND IS HEREBY MADE PART OF THE CONTRACT DOCUMENTS. THIS ADDENDUM MUST BE ACKNOWLEDGED ON THE ADDENDUM RECEIPT SCHEDULE, WHICH WAS INCLUDED IN THE ORIGINAL DOCUMENT PACKAGE.

Contractors are required to read entire addendum to determine requirements affecting their contract.

Addendum #1

This addendum is to answer questions received by deadline of 3:00pm local CDT on Friday, July 3, 2015.

1. Page 5, Section 8, 2nd bullet point is hereby amended as follows:

- **RFP COST SHEET (Attachment C)** - Provide attachment ~~listing your rates~~ with your proposal ~~in a separate sealed envelope and a separate electronic file~~ along with a preliminary annual budget.

2. Page 13, Attachment C: RFP Cost Sheet, instructions are hereby amended as follows:

Use of this form is required when submitting proposals. Along with this form, please submit a preliminary annual budget ~~that corresponds to the total annual fee determined below~~. Additional information may be requested, if needed.

3. Page 11, Section 1, 2nd bullet point states “Failure to meet the requirements or being over-budget will result in the proposal being eliminated from consideration”. What is the maximum budget?

Answer: Any amounts which are highly inconsistent with the funding provided to the BCHA by HUD would be considered over-budget. To assist Contractors, the following numbers are being provided (note that funding varies by year depending on HUD allocations):

BCHA's 2014 HAP funding: \$13,963,107
BCHA's 2014 Set-Aside funding: \$1,164,650
BCHA's 2014 Administrative Funding: \$1,304,642
Current Contractor's 2014 Amended Budget: \$1,279,593
Breakdown:
\$1,183,405 HUD's Admin Funds
\$88,788 HUD's ROSS FSS

\$0 Fraud Recovery
\$7,400 Port-in Admin
Current Contractor's 2015 Budget \$1,315,000
Breakdown:
\$1,210,445 HUD's Admin Funds
\$89,555 HUD's ROSEE FSS
\$5,000 Fraud Recovery
\$10,000 Port-in Admin

- 4. Is the contractor able to retain any funds remaining within an annual budget line item or must any excess funds be returned to the Housing Authority?**

Answer: No, the contractor is not able to retain any funds without substantiation. Page 6 of the RFP, Section 9, Method of Payment, explains that the amount transferred to the Contractor must be substantiated with actual expenses and that an adjustment will be made to correct excess or insufficient funds. The total amount transferred shall not exceed the approved budget.

- 5. Historically, unused funds have been returned to the BCHA and added to the Reserve Account. Therefore can the Reserve Account be considered part of the Financial Capacity referenced on page 11, Section 3?**

Answer: Yes, the Reserve Account could be considered toward the contractor's Financial Capacity, but with the understanding that reserves can only be used with BCHA approval. For Contractor's information, the reserve balance as of December 31, 2014, was \$1,071,308.

- 6. How will any adjustments by HUD to the federal administrative funds during the budget year be handled?**

Answer: If HUD were to increase the administrative funding, the Contractor may amend their budget and request additional funding from the BCHA, providing justification for the additional funding requested. If there were a decrease in the federal proration, the BCHA would use its reserves to support the Contractor's approved budget.

- 7. In regards to page 8, under BCHA direct involvement, item #2, please provide salaries for existing staff positions.**

Answer: Please see Addendum Exhibit 1 for current salary ranges of existing staff positions.

- 8. Page 3, Section 1 states there are two full-time coordinators, funded through HUD's ROSS Program Grant. What is the annual amount provided through the ROSS Program Grant?**

Answer: Receipt of the ROSS Grant award and the dollar amount awarded is subject to change each year. In Federal Fiscal Year 2014, \$89,555 was awarded to the BCHA. In Federal Fiscal Year 2013 the amount was \$88,788. The Contractor is responsible for completing and submitting the annual ROSS Grant application on behalf of the BCHA.

9. What is the annual cost for HAPPY software?

Answer: The current contractor's 2015 budget for Professional Services is \$114,336, which includes legal, audit, IT services, payroll processing & investigative services. For further pricing information for HAPPY Software, Contractors may contact HAPPY Software at 1-888-484-2779 or sales@happysoftware.com

10. What is the current cost of Langan & Associates contract for background checks and investigation services?

Answer: The current contractor's 2015 budget for Professional Services is \$114,336, which includes legal, audit, IT services, payroll processing & investigative services. For further pricing information for Langan & Associates, Contractors may contact Langan & Associates at 920-494-9910 or info@langanandassociates.com

11. Per Attachment C, RFP Cost Sheet, please confirm respondents should submit pricing for first year only.

Answer: Yes, Contractors are asked to submit pricing for the first year only, with the understanding that the first year and subsequent years' budgets are subject to approval by the BCHA.

12. Which other housing software programs are compatible with the electronic file storage system currently in use?

Answer: The BCHA does not have a comprehensive list of other housing software programs that would be compatible. It would be the Contractor's responsibility to ensure that any other software programs that wish to be used are compatible with or would provide for a smooth transfer of data from Housing Pro by HAPPY Software.

13. Page 26, Section IX Conflict of Interest, item A references "*employee of the BCHA*", however the BCHA doesn't have its own employees, as its staff are technically employees of the City of Green Bay. Should this section be re-worded accordingly?

Answer: This section is hereby amended to read "No Commissioner, member, officer or **staff** of the BCHA..."

14. On page 8, BCHA direct involvement, item #2 states that the BCHA will have input on "*discontinuation of management level staff*". Define the context of the term "discontinuation". Furthermore, page 23, item #3 states "*Contractor reserves the right to hire and fire Contractor employees within the staffing levels and positions identified in the Organizational Chart.*" These two statements appear to be contradictory; please clarify. Furthermore, if the BCHA has involvement in the discharging of Contractor staff, do they also hold liability towards any potential litigation should there be a discrimination or unlawful termination lawsuit?

Answer: In the current organization chart, the Executive Director is the only management level position for which the BCHA would have input. Here, "discontinuation" means termination of employment initiated by the employer. If discontinuation of management level staff would be considered, the BCHA would work in

conjunction with the Contractor's board to discuss the matter. It should be emphasized that although the BCHA would provide input, the Contractor's Board would make the final determination and therefore the BCHA would hold no legal liability for such action.

- 15. On page 7 of 31 in Item #4 License: It is stated "*Contractors performing work are required to have a Contractor's License for the state for which the work is to be done.*" Please specify the license being sought.**

Answer: This section is being amended to state "Contractors who staff or sub-contract for positions which require licensure (ie: social workers, CPNA's, etc.) are required to ensure necessary licensure is obtained for the state for which the work is to be done."

- 16. What is the number of units under lease in June, 2015?**

Answer: The units under lease as of the end of June, 2015 was 2,757.

- 17. Please clarify contractor responsibilities in relation to updates to the Administrative Plan.**

Answer: The Contractor is expected to draft the language for updates to the Administrative Plan as needed and in an effort to remain in compliance with HUD regulations and requirements as well as to enhance program services or efficiencies. BCHA's Administrative Plan is based on Nan McKay & Associate's Model Administrative Plan; therefore, the selected Contractor is highly encouraged to subscribe to Nan McKay & Associates' Revision Service. Contractors will discuss proposed amendments to the Administrative Plan with the Housing Administrator and present them to the BCHA for final approval.

- 18. The Addendum to the HCV Administrative Plan mentions that statistics regarding recruiting landlords and service providers are maintained and monitored at PHA offices. Can these be made available? How many quarterly newsletters are currently mailed to landlords?**

Answer: Recent newsletters to landlords have not been occurring quarterly as indicated in the Addendum to the Administrative Plan. Rather they are issued on an as- needed basis at this time. The BCHA is open to newsletters being distributed to landlords either electronically or in hard copy, at the Contractor's discretion. Statistics regarding landlord recruitment are not currently available. The BCHA hopes to work with the selected Contractor to enhance the services provided to promote landlord recruitment efforts and to update the Addendum as appropriate.

- 19. Since the Administrative Plan states that the VA has indicated they require a Family Self Sufficiency Program case management as part of their case management requirements as appropriate, does the number of FSS participants include VASH families?**

Answer: Although the VA has indicated they will require Family Self Sufficiency case management, to date the VA has not strictly followed this policy. Thus only 2 of the 73 current FSS participants are VASH families.

PROPOSAL DUE 7/31/15 BY 3:00 P.M. LOCAL CDT